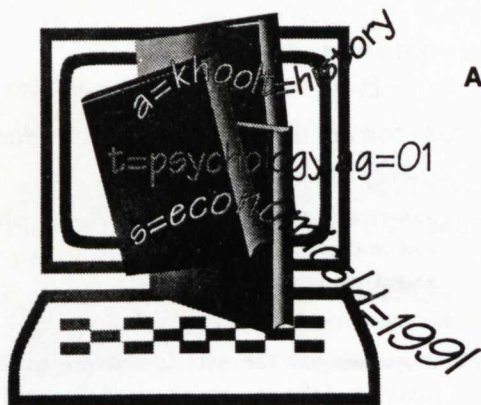


ILMU On-line Library Catalogue: Author / Title / Subject Search Option

by

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Abstrak: Semenjak katalog dalam talian atau OPAC diperkenalkan pada tahun 1991, pengguna perpustakaan dapat mengakses koleksi-koleksi yang ada dalam Sistem Perpustakaan Universiti Malaya melalui terminal-terminal yang terletak di tiap-tiap sebuah perpustakaan. Beberapa buah risalah kecil telah disediakan untuk membantu pengguna-pengguna semasa mereka menggunakan

OPAC. OPAC menawarkan dua pilihan pencarian: i) Pencarian Pengarang/Judul/Perkara dan; ii) Pencarian Kata Punca. Rencana ini tertumpu pada beberapa ciri utama di dalam pilihan Pencarian Pengarang/Judul/Perkara serta membantu pengguna-pengguna menghalusi strategi pencarian mereka untuk memperolehi maklumat yang dikehendaki. Ciri-ciri utama bagi pilihan Pencarian Kata Punca akan dibincangkan di dalam keluaran majalah ini yang akan datang.

Abstract: Since the introduction of the on-line library catalogue or OPAC in 1991, library users are able to access the collections in the University of Malaya Library System via OPAC terminals placed in each library. Several brochures have been produced to guide users when using OPAC. OPAC allows two search options: i) Author/Title/Subject Search Option and; ii) Keyword Search Option. This article will discuss some of the advanced search features of the Author/Title/Subject Search Option and guide users to refine their search strategy to obtain the required information. Screen information is also explained. The advanced search features for the Keyword Search Option will be discussed in the forthcoming issue.

Introduction

The ILMU (Integrated Library Universiti Malaya) computerised library system has a powerful on-line library catalogue, commonly called OPAC (On-line Public Access Catalogue). OPAC allows a user to access the UNIMAL (University of Malaya) bibliographic database of more than 400,000 bibliographic records comprising holdings of the following libraries:

- ❖ Main Library
- ❖ Periodicals Library
- ❖ Medical Library
- ❖ Law Library
- ❖ Dental Library
- ❖ Academy of Islam Library, Nilam Puri, Kelantan
- ❖ Institute of Advanced Studies Library

- ❖ Engineering Library
- ❖ Language Centre Library
- ❖ Foundation Studies in Science Library

OPAC was available to library users in January 1992. OPAC terminals are available in most of the libraries with the exception of the Academy of Islam Library and the Foundation Studies in Science Library which will have terminals installed in the near future.

Search Options

Two search options are available when using OPAC. They are:

- i) Author/Title/Subject Search, and;
- ii) Keyword Search Option.

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Using OPAC : Important Tips

When using OPAC, some important tips to remember are ;

- At the >> or 1>> prompt, type an option/search statement and then press the <Return> key
- When typing, OPAC accepts upper or lower case letters. For ease of use, type in lower case letters
- Type ? or ?? when required to call up the on-line Help facility.

Selecting Option at Main OPAC Screen

Main OPAC Screen

Sistem Perpustakaan Bersepadu Perpustakaan Universiti Malaya

- 1) Katalog On-line
On-line Public Access Catalog
- 2) Pencarian Perkataan Utama
Keyword Searching
- 3) Buletin Perpustakaan
Bulletin Board

[Cursor]

Taip pilihan anda/enter option (1,2,3)

- Select 1 to use Author/Title/Subject/Call Number Search Option. Option 1 displays an unnumbered prompt >>
- Select 2 to use Keyword Searching. Option 2 displays a numbered prompt, eg. 1>>
- Option 3 displays information such as library hours, announcements, etc.

To select a different search option, you may return to Main OPAC Screen, by typing at any prompt **quit** <Return>

Search Statement

A search statement consists of the search command (*a=t=s=or c=*) and the search term (author's name, title of work, subject term or call number).

>>a=brown roger <Return>
[Search command. No spaces in-between] [Search term. Separate each term with a space]

- o The Green Keys (Author / Title / Subject Search) on the keyboard are used for Search Option 1. If these keys are used, type only the search term when prompted eg. Author Search
Enter Author:sagan carl

Search Format

Note: Punctuations can be ignored in the search term.

>>a=ayers a j
[author's name is a.j. ayers]
>>t=asean american dialogue
[title is a.s.e.a.n.-american dialogue]

• Search by author/corporate name:

a=family name rest of the name

>>a=smith adam [name is Adam Smith]
>>a=mahathir bin mohamad
>>a=khoo kay kim

a=corporate name

>>a=malaysia kementerian kewangan
[country followed by name of agency]
>>a=institution of engineers
>>a=unesco — [abbreviation accepted]

• Search by title: t=title of work

>>t=introduction to psychology
Ignore articles, 'a', 'an', 'the', at the beginning of a title, eg. *A history of Malaya*.
>>t=history of malaya

• Search by subject: s=subject term

Use subject terms that are used in the *Library of Congress Subject Headings (LCSH)* or in the *National Library of Medicine Subject Headings (MeSH)*.

>>s=economics

LCSH terms using American spelling.

>>s=labor [not labour]

Include the subject subdivision(s) if necessary following LCSH guidelines.

s=subject term subdivision
>>s=rice malaysia [subdivision]
>>s=malaysia economic conditions

• Search by call number: c=call number

Type call number and include space if an author mark is typed.

>>c=ds596 kho [author mark]

Search Strategy and Screen Display

Screen display types are:

- ■ ■ ■ Hit List Display lists brief bibliographic records in column-style format
- ■ ■ ■ Bibliographic Display displays a bibliographic record with holding(s) information

I) Hit List Display

A Hit List Display lists the number of bibliographic records from the UNIMAL database which match the search term.

A Hit List:

- Displays if search term matches more than 1 bibliographic record in UNIMAL
- Displays in column-style format
- Highlights bibliographic records of item(s) inventoried in the library where the search is performed
- It displays a minimum of 2 records to a maximum of 2000 records
- May display up to 10 hits at one time.

i First Level Hit Display Screen

- Displays bibliographic information of only the content of the term searched and the number of titles (bibliographic record) that match the search term.
- See hit display list example generated for an author search >>a=wallace j

First Level Hit Display Screen

UNIMALDB

Your search : A=WALLACE J
Holdings highlighted for:0101

LINE	# of	
#	titles	Authors
1	1	Wallace, Jack E., 1928-
2	1	Wallace, James W. (James William), 1940-
3	1	Wallace, Joe D. (Joe Derek), 1931-
4	1	Wallace, John
5	2	Wallace, John, 1931- [bibliographic information]
6	1	Wallace, John, 1939-
7	1	Wallace, John Gilbert.
8	1	Wallace, John M.
9	1	Wallace, John M. (John Malcolm), 1928-
10	1	Wallace, John William, 1815-1884.

(More)

Enter: Line # (1,2,3, etc) to see works associated with your search
N to see Next screen P to see the Previous screen
B to Backup ST to start over
(UP ARROW) to view previous commands

>>5 Enter ? for HELP

[Type 2f to view Bibliographic Display
Type 5 to view Second Level Hit Display]

ii Second Level Hit Display Screen

- Displays bibliographic information of author, title and date. Second Level Hit Display is generated by:

a) selecting a line number (Line #) from a first level hit list which has **more than 1 record**

b) an exact search term that has more than one bibliographic record. See example for an author search:

a=sagan carl

c) a search by call number

eg. >>c=d6596

Second Level Hit Display Screen

UNIMALDB

Your search : A=SAGAN CARL
Holdings highlighted for:0101

LINE	#	Author	Title	Date
1			Murmurs of Earth : the voy	1978
2	Sagan, Carl, 1934-		The Cosmic connection :	1974
3	Sagan, Carl, 1934-		Cosmos / Carl Sagan	1981

Enter: Line # (1,2,3, etc) to see more information
N to see Next screen P to see the Previous screen
B to Backup ST to start over
(UP ARROW) to view previous commands

>>2 Enter ? for HELP

[Type 2 (Line #) to view bibliographic display format]

Cross Reference Display

Cross Reference Display

- First level hit display may include 'search for' references which is the preferred authority term used. Select the preferred term.

See example for an author search

>>a=khoo kay kim

UNIMALDB

Your search : A=KHOO KAY KIM
Holdings highlighted for:0101

LINE	# of	
#	titles	Authors
1	51	Khoo, Kay Kim. <— [Preferred term]
2	0	Khoo, Kay-kim.
3		search for Khoo, Kay Kim

[Unused term]

II) Bibliographic Display

- Displays if the search term has **1 exact match**
- By selecting a line number (Line #) from First Level Hit Display which has 1 bibliographic record
- By selecting from Second Level Hit Display.

Bibliographic displays available are:

- Full bibliographic display**
- Half bibliographic with or without holdings display**

I. Full Bibliographic Display ==>

- Displays field labels and bibliographic contents

- Displays when you type 'f' at Half bibliographic display
- Displays when you type 'f' after Line number at Hit List Display level, example; >>2f

ii. Half Bibliographic with Holdings Display ==>

- Displays brief bibliographic and holding information

Each bibliographic record may have more than 1 copy/volume attached to it. When the copy/volume has been inventoried, the holdings display gives information about the copy/volume (call number, volume, material and location status may differ with different locations).

Full Bibliographic Display Screen

UNIMALDB

[Field label]	[Bibliographic content]
MATERIAL:	Book
CALL NUMBER:	HM251 Wal
AUTHOR:	Wallace, John, 1931-
TITLE:	Social psychology : a social science / John Wallace.
PUBLISHER:	Philadelphia, PA. : Saunders, 1971.
DESCRIPTION:	xvi, 429 p. : ill. ; 24 cm.
SERIES:	Saunders books in psychology
NOTES:	Includes bibliographical references
SUBJECT:	Social psychology

Press (RETURN) to continue the full display

Enter: B to Backup
F to redisplay the first screen of the full record.

>> You may enter a ? for HELP or begin a new search

Half Bibliographic without holdings display

A highlighted message appears:

This work has not been barcoded

Type f to view full bibliographic display.

Half Bibliographic and Item Holdings Display Screen

UNIMALDB

[Bibliographic information]		[Holdings information]	
AUTHOR:	Wallace, John, 1931-		
TITLE:	Social psychology : a social science		
PUBLISHER:	Saunders, 1971.		
SUBJECT:	Social psychology.		

----Call Number---- Volume Material Location Status

1	HM251 Wal	MONOGRAF	P.UTAMA	Charge/LcRq
---	-----------	----------	---------	-------------

Press (RETURN) to display holdings at other locations.
Type in a LINE # for additional information on a copy.

Enter: B to backup.
F to see the Full title record.

>>1 [Select 1 to display details of a charged item] Enter ? for HELP

AUTHOR: Wallace, John, 1931-

----Call Number---- Volume Now-At Status

1	HM251 Wal	P.UTAMA	Charge/LcRq
Material	Date-Due	Time-Due	Perm-Loc Hold-Loc Reading-level
Monograf	05/11/1993	P.UTAMA	P.UTAMA

[Last date of loan] [Indicated if item has ReserveRm status]

[Some libraries use stack location / type of collection prefix before the call number]

[Item also available at Medical Library]

AUTHOR: Wallace, John, 1931-

----Call Number---- Volume Material Location Status

1	[stakbuka] HM251 Wal 1971	Buku P	PER'UBAT Available/LcRq
---	---------------------------	--------	-------------------------

Other Holdings Displays are available:

Serials Holdings Display Screen

i) Serials holdings display

- First level holding display provides information about the subscription of the title
- Second level holding display if the status is **Active**. Type '1' to show the latest number/volume received

See example for a title search;

>>t=highways and transportation

[Type 1 to view second level display]

[Volume and date of last issue received]

[Volume and date of next issue expected]

[Holdings in Periodicals Library]

UNIMALDB

TITLE: Highways and transportation
PUBLISHER: The Institution of Highways and Transportation
Vol. 30, no.8/9 (1983)-
SUBJECTS: Roads--Great Britain--Societies, etc.

##	Call Number	Location	Status	Notes
1	fTE1 IHEJ	PMAJALAH	Active	Kolek. Sains/Teknologi

Press (RETURN) to view more holdings
Type in a Line # for more detailed information on a holding

>>1

TITLE: Highways and transportation

Location: PMAJALAH Status Date: 05/29/1993
Call Number: fTE1 IHEJ
Last Issue Rcvd: vol 40:no 5: Date Rcvd: 05/29/1993
Next Issue Expd: vol 40:no 6: Date Expd: 12/10/1993
Holdings:
vol 30:no 1(jan, 1983)-vol 38:no12 (Dec,1991)
vol 39: no 1 (Jan, 1992)-vol 40:no 1 (Jan,1993)

Press (RETURN) for additional holdings information.

On-Order Record Display Screen

ii) On-Order Record display

- Shows the library that ordered the title, record status, date item was ordered and the number of copies ordered.

See example for a title search;

>>t=interpersonal communication book

Remember :

Hit List Display lists only the **number of bibliographic record(s)** that matches term searched.

Bibliographic Display with holding(s) shows how many physical copy/copies to a bibliographic record.

Interpretation of Codes Used in Screen Displays

For a list of codes used and its interpretation refer to **Appendix 1** and **Appendix 2** at the end of this article. For further clarification of the code(s) used, please check with the librarian of the respective library.

UNIMALDB

AUTHOR: DeVito, Joseph A., 1938-
TITLE: The interpersonal communication book.
PUBLISHER: Harper Collins College, 1991.
SUBJECT: Interpersonal communication.

Location	Status	Date	Copies
P.UTAMA	On Order	10/16/1992	1

No more holdings

Enter: B to Backup
F to redisplay the first screen of the full record.

>>

Enter ? for HELP.

Screen Display:

Duplicate/Inconsistent entries

Duplicate/inconsistent entries and spelling errors of author(s), title(s), subject(s) and bibliographic details may occasionally appear. These are being continuously eliminated/corrected by the Library. If in doubt, please check with the librarian.

Performing Your Search: tips and traps

a. Type Definite Search Term

- Tips**
- Type the full particulars to retrieve the required record. If search produces no hits, use arrow up \uparrow key to recall previous search statement to check spelling, etc. Then perform search again and if unsuccessful use truncation.

b. Using Truncation

- Tips**
- Type part of an author's name if you are unsure of the correct spelling,
`>>a=khoo k` [author's name khoo kay kim]
 - Type part of a long search term most likely to produce an exact match;
`>>t=engineering mathe`
[title is *Engineering mathematics*]
`>>s=artificial intel`
[subject term is *artificial intelligence*]
- Trap**
- Typing too few characters or words may produce a less precise search and a long hit list.

c. Punctuations in Search Terms

- Tips**
- Ignore punctuations in search term. If typed, OPAC ignores the punctuations.
`>>a=who global programme on aids`
[actual title is *W.H.O Global...*]
- Possessive terms 's can be ignored;
- `>>t=alls well that ends well`
[title is *All's well that ends well*]

d. Search by Subject

- Tips**
- Subject headings are mainly in English (using American spelling of *LCSH/MeSH*) Check *Tajuk Perkara = Subject Headings* to get the Bahasa Malaysia equivalent of LCSH's subject headings.

e. Subject Search to Search an Author

- Tips**
- Works by/of prominent authors, such as literary luminaries, and famous personalities in all subject disciplines may have a name subject entry. Use the

subject search to find out works by/about the author.

`>>s=shakespeare`

`>>s=tunku abdul rahman`

`>>s=usman awang`

f. Use Limit Command Qualifiers

- Tips**
- Use truncation in the search term
 - More than one key qualifier can be combined to refine search.
- Trap**
- It may take a while for the search result to be displayed.

Search Using Limit Command Qualifiers

The Limit Command Qualifiers are used in combination with author, title, and subject searches. Search can be limited by these key qualifiers:

- date of publication
- library location (agency code)
- title

[Type a vertical bar I]

Type as

ld=
lag=
lt=

Search format with Command Qualifiers

Type a vertical bar I to add a key qualifier

`>>search statementIlimit key qualifier`
[Type a vertical bar I]

i. Search by author and limit by title:

`>>a=authorlt=title of work`

`>>a=hall dlt=history`

[author is D.G.E. Hall; title of work *A History of South-east Asia*]

ii. Search by author and limit by title and limit work by date of publication:

`>>a=authorlt=titleld=date`

`>>a=hall dlt=historyld=1981`

[author is D.G.E. Hall; title of work *A History of South-east Asia*; date of publication 1981]

iii. Search by title and limit by agency location:

`>>t=titelag=agency code of library`

`>>t=concretelag=010201`

[title of work *Concrete Technology*; location in Red Spot Collection]

- iv. Search by subject and limit work from starting date of publication:

```
>>s=subjectId=dateI [Type Vertical bar I]
>>s=economicId=199I
[subject is Economics and works published
from 1990- till present]
```

The Limit Command qualifier is particularly useful to find items in another location. In a Hit List Display, by default, OPAC highlights records of the library where the terminal is located. If an OPAC user in Main Library uses the agency qualifier **07010**, items kept and inventoried in Engineering Library will be highlighted. For a list of agency qualifiers see **Appendix 1** at the end of this article.

Notes

1. The OPAC module of ILMU computerised library system is based on Data Research Associates' library software. OPAC guides produced by the University of Malaya Library are as follows:
 - 1.1 *Panduan Asas Membuat Pencarian Katalog 'On-line'*. [Automation Division, University of Malaya Library, 1992]. 10 p.
A bilingual booklet guide in English and Bahasa Malaysia. Step-by-step guide with examples given on how to search by author/title/subject/call number and keyword search using boolean operators and wildcards. Colour schemes and flap tab guides allow quick access to information of a particular search option.
 - 1.2. *On-line Public Access Catalogue: OPAC: a quick guide*. [Reader Services Division, University of Malaya Library, 1993]. 3 p.
A handy 3 page guide listing the search commands for author/title/subject/call number and keyword searching using Boolean operators. A bilingual guide in English and Bahasa Malaysia.
 - 1.3. *OPAC Guide : On-line Public Access Catalogue*. [University of Malaya Library, 1993]. [In preparation]
A bilingual guide in English and Bahasa Malaysia. Search examples with screen information are available for author/title/subject/call number and keyword searching. Codes used in holdings information and their interpretations are provided. Sufficiently comprehensive to meet both the novice and advanced users' needs.
2. *Public Access and Screen Record Editor Manual*. Data Research Associates(DRA), 1991. 1 ring binder.
DRAs' technical and operations manual for the Public Access Catalogue module.
3. Library of Congress. Subject Cataloging Division. *Library of Congress Subject Headings*. 15th ed. Washington, D.C. : Library of Congress, 1992. 3 vols.
An important guide to check subject terms which are used in OPAC.
4. Perpustakaan Negara Malaysia. *Tajuk Perkara : dwi bahasa Inggeris - bahasa Malaysia - bahasa Malaysia - bahasa Inggeris = Subject headings : bilingual English language - bahasa Malaysia - bahasa Malaysia - English language*. Kuala Lumpur : Perpustakaan Negara Malaysia, 1992. 2 vols.
A bilingual publication of subject terms used by Library of Congress. Vol. 1 lists subject terms in English language and their equivalent terms in Bahasa Malaysia. Vol. 2 lists subject terms in Bahasa Malaysia and their equivalent terms in English.

The search format using Limit Command Qualifier must follow the correct order:

```
>>search statement|Limit key qualifier
```

OPAC will not perform the search if the search format is typed in the reverse order:

```
>>Limit key qualifier|search statement
```

Conclusion

When in doubt, use the On-line Help facility by typing ? or ?? whenever required. Read Help screen information and prompts to perform a successful search. In the next issue the powerful Keyword Search Option will be discussed.

Appendix 1

Agency Codes

Agency Codes

Location/
Collection

Your search : A=KHOO KAY KIM
Holdings highlighted for:0101

UNIMALDB

LINE # of
titles ----- Authors -----
1 51 Khoo, Kay Kim.
2 0 Khoo, Kay-kim.
3 search for Khoo, Kay Kim

010101

Open shelf, Main
Library

010201

Red Spot Collection,
Main Library

010301

Restricted Items,
Main Library

010401

Reference Items,
Main Library

010501

Audio & Visual Items,
Main Library

010801

Foundation Studies
in Science Library

Agency Codes

Location/
Collection

020101 Medical Library
030101 Dental Library
040101 Law Library
050101 Institute of Advanced
Studies Library
060101 Language Centre
Library
070101 Engineering Library
100101 Theses collection,
National Collection,
Main Library
110101 Periodicals Library

UNIMALDB

MATERIAL: Book

CALL NUMBER: HM251 Wal

AUTHOR: Wallace, John, 1931-

TITLE: Social psychology : a social science /
John Wallace.

PUBLISHER: Philadelphia, PA. : Saunders, 1971.

DESCRIPTION: xvi, 429 p. : ill. ; 24 cm.

SERIES: Saunders books in psychology

NOTES: Includes bibliographical references

SUBJECT: Social psychology

Press (RETURN) to continue the full display

Enter: B to Backup

F to redisplay the first screen of the full record.

>>

You may enter a ? for HELP or begin a new search

Material

Type

Book

Book

Kit

Items accompanied by
different material types

Serials

Journals, series
publications

Machine readable
data file

Computer files, diskettes
CD-Roms

Microform

Microfiche or microfilm
format

Musical recording

Music in records,
cassettes, compact disc

Musical score

Printed music scores

Non-musical sound

Speeches, etc. in
cassettes

Projected media

Videocassette, slides
recordings, filmstrips

Screen Information and Codes Interpretation

Half Bibliographic and Holdings Display Screen

UNIMAL

AUTHOR : Wallace, John, 1931-
TITLE : Social psychology : a social science
PUBLICATION : Saunders, 1971.
SUBJECT : Social psychology

---Call Number -----Volume Material Location Status*
1 HM251 Wal MONOGRAP P.UTAMA Charged/LcRq

Press (RETURN) to display holdings at other locations.
Type in a LINE # for additional information on a copy.
Enter: B to Backup.
F to see the Full title record.
R to Request the material.
>> Enter ? for HELP.

To view previous screens

Reservation facility at OPAC terminal has been removed. Reserve at Circulation Counter

Material indicates material type and determines loan period		
Material	Interpretation	Material
A.W.B.	Collection of Asian Wetlands Bureau in IPT Library	LAT:ILMIAH
BUKU IPT	Books in IPT Library	MIKROFIS
BUKU K	Books in Engineering Library	MIKROFILM
BUKU P	Books in Medical Library	MONOGRAP
BUKU PB	Books in Language Centre Library	PIAWAIAN
BUKUUND	Books in Law Library	RISALAH
JURNAL	Periodical in Periodicals Library	RUJUKAN
JURNAL P	Periodical in Medical Library	TESIS
K.KERJA	Conference proceedings	

Location indicates in which Library system the item is located	
Location	Library System
AV.UTAMA	Audio Unit, Main Library
BKK	National Collection Division, Main Library
B.MERAH	Red Spot Collection, Main Library
IPT	Institute of Advanced Studies Library
P.ASASI	Centre for Foundation Studies in Science Library
P.BAHASA	Language Centre Library
P.KEJURU	Engineering Library
P.UNDANG	Law Library
P.UTAMA	Main Library
PER'GIGI	Dental Library
PER'UBAT	Medical Library
PMAJALAH	Periodicals Library
RUJUTAMA	Reference Hall, Main Library

Status indicates the availability of an item	
Status	Interpretation
Active	Library still subscribing to item (eg. periodical)
Available	Not on loan
Charged	On loan
Hold	Item is reserved for a reader. Request for reservations may be made
ReserveRm	In the Red Spot Collection
LcRq	Can reserve at the Circulation Counter for charged items only
NonReq	To be used in the Library only/ cannot be taken out of Library
Withdrn	Withdrawn from Circulation. Items may be retrieved upon request at the Circulation Office